

Phoenix Program
Process Definition – Accounts Receivable

Process	<i>Reason Codes</i>
Process Number	<i>AR – 016 (Revised)</i>

Description of Process

In order to improve system performance and simplify use of Reason Codes in the PeopleSoft Accounts Receivable module by no longer tying them to Distribution Codes, the current Reason Codes are being reassigned on the weekend of February 12th, 2000. Attached is a listing of the existing (old) Reason Codes and the new Reason Codes that replace them. Please notice that the effective date for the use of the new Reason Codes is **February 14th, 2000**.

- Effective February 14th, 2000, the Reason Codes and Distribution Codes will not have a one to one relationship. When you enter an item and select your reason code, the distribution code **will not** automatically default. You will be **required** to enter a distribution code. The drop down prompt list is available for you to select the one you desire. The distribution codes and values have not changed.
- The Reason Codes have been reassigned based on the State Chart of Account value (Account chartfield in PeopleSoft). Please review the attached listing that translates your existing Reason Codes to the new Reason Codes.
- It is recommended that you run the Distribution Code listing for your Agency. This report can be requested online using the following navigation: GO – **Manage Sales Activities – Enter Receivables – Report – Distribution Codes**.

This new change will help keep the Entry Type tables clean and will significantly reduce maintenance. The Reason Code and Distribution Code tables will continue to be maintained by FSS. If there are any questions regarding this change, please contact the Help Desk at 404-657-3956 or outside the metro Atlanta area at 1-888-896-7771.

Thank You

Input to Process

Reason Code equals the credit side of an item

Output of Process

Distribution code will not automatically default when adding an item

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Phoenix Program

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Function	Panel Group
Entry Type table	Define Business Rules – Define Receivable Processing – Use – Entry Type – Entry Reason – Update/Display <ul style="list-style-type: none"> All Reason Codes are displayed (credit account).
Item Entry Type table	Define Business Rules – Define Receivable Processing – Use – Item Entry Type – Selection – Update/Display <ul style="list-style-type: none"> Reason codes are displayed. Distribution Codes are not tied to Reason Codes. Click on Accounting Template to see the credit account number.
Enter Receivables	Manage Sales Activities – Enter Receivables – Use – Online Pending Item Entry – Group Control – Add <ul style="list-style-type: none"> Select the Entry Type, Reason Code, and Distribution Code Distribution code will not default. A drop down list is available to choose the desired distribution code.

Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1 Add Entry Reason</u> The Reason Code represents the credit side of the entry.	FSS / Centralized
<u>Step 2 Add Reason to Item Entry Type Table</u> Reason will represent the credit side and distribution code will be blank.	FSS / Centralized
<u>Step 4 Enter Receivable</u> Enter Online Pending Item by choosing the Reason Code/Distribution Code. Distribution code will not default.	Agency

Forms Used with Process (#)

**Attach sample form(s)

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Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested